



#### **POLITICAL SUB-DIVISION USERS**

In order to access and obtain Home Depot contract pricing you must register on the US Communities website: [www.uscommunities.org](http://www.uscommunities.org)

And click on "Register to participate" and following the instructions provide. If you have any questions or require assistance please contact:

Doug Looney, US Communities Area Marketing Manager, e-mail: [dlooney@uscommunities.org](mailto:dlooney@uscommunities.org) , Phone: 773-892-2204

I have also attached the spreadsheet for the PA that we are providing NIGP memberships. The latest version of the Federal ID Numbers is coming this morning from Jean McPherson, I will forward to you as so as I get it.

On the US Communities Spreadsheet, I suggest following the same order as the US Communities website on the spreadsheet:

#### **Agency Information**

- Federal ID Number
- Agency Name
- Department Name
- Agency Type

#### **Contact Person Information**

- First Name
- Last name
- Title

#### **Mailing Address Information**

- Street Address
- City
- State
- Zip Code

#### **Telephone Number Information**

- Telephone Number
- Fax Number

#### **E-mail Information**

- E-mail Address

Orders over \$2,500.00

- Ordered should be placed with the Home Depot Pro Sales Manager or his backup associate, this will confirm the availability of your products and have them ready for your pickup.
- **NOTE: This discount has been extend to all State Employees, and price break varies by product. You go through Janson Paskvan to place your order to receive the discount.**

Any project over \$2500 we will submit to our Bid room for a market price. The only exception is Kitchen cabinets at \$5000 minimum. The discounts vary by products and varies from low end of 1-3% for building materials, Or Hardware , cleaning supplies at 20% as examples ( as stated varies greatly) process takes an extra 24hours to receive quote back. This is for every state agency and we will extend this to any state employee that asks. They can call or email me and I will take care of it for me.

Thanks!

Jason paskvan

District Pro sales Mgr.

Dist 288 -Iowa

563-528-3209

- Ordered should be placed with the Home Depot Pro Sales Manager Jason Paskvan – Cell Phone: 563-528-3209, FAX: 563-549-0712, E-mail: [Jason\\_Paskvan@homedepot.com](mailto:Jason_Paskvan@homedepot.com)
- Backup to Jason is Mike Ochanpaugh, Pro Account Sales Associate – Phone: 515-457-1462, FAX: 515-457-1418, E-mail: [Prodesk\\_2103@homedepot.com](mailto:Prodesk_2103@homedepot.com)
- Orders over \$2,500.00 usually will receive an additional discount ranging from 2% to 10% depending on the item.
- All purchases should be made through the pro-desk or contract sales person listed on the contract in your area.
- **Note: it is recommended that you visit your local Home Depot store and visit with your contact person to familiarize with store and the procedures to do business such as**
  1. using your p-card
  2. having your ID card with you as you will be ask for it
  3. having your card with the bar code
  4. Make sure you use US Communities contract number with all purchases. CT05091
  5. Correctional facilities should provide Home Depot with security procedures that shall be adhered for deliveries to your facility.

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General Services Enterprise - Purchasing  
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Visit our website at: [www.das.gse.iowa.gov/iowapurchasing](http://www.das.gse.iowa.gov/iowapurchasing)

